

For: Cotton State and County Offices, CMA's and LSA's

**Modifications to COPS That Provides Capability to Change
County-Coop Indicator and Instructions for Submitting Override Requests**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

EWR's submitted to COPS contain an indicator that designates the bale as a "Coop" or "County Office" bale. COPS validates requests for EWR's during the up-front edits to allow:

- CMA's and LSA's to request EWR's only with a "Coop" indicator
- County Offices to request EWR's only with a "County Office" indicator.

When indicators are incorrect, EWR's must be returned to the previous holder for correction. In some cases, this cannot be accomplished and prevents automated processing of loan/LDP requests.

B Purpose

This notice informs State and County Offices, CMA's, and LSA's of:

- modifications that provide "County/Coop" indicator override capability
- information on requesting overrides of the indicator.

C Contact

State Offices shall direct questions about this notice to Julie Floriani, PSD, by either of the following:

- e-mail to julie.floriani@wdc.usda.gov
- telephone at 202-720-8374.

Disposal Date	Distribution
December 1, 2007	Cotton State Offices; State Offices relay to County Offices and Cotton CMA's and LSA's

2 COPS Modifications

A County, CMA, and LSA Overrides

COPS has been modified to allow overrides of “County/Coop” indicators. This process:

- is a web-based option from the COPS home page
- allows updates on a bale-by-bale or loan basis
- provides bale comment field
- can only be accessed by Kansas City and National Office users
- eliminates the need to return EWR’s to previous holders to correct indicators.

3 Requesting an Override

A Policy

Requests for overrides will be accepted by Kansas City and National Office staff when:

- requested by County Offices through State Office specialist, if indicator is “County”
- requested by CMA/LSA, if indicator is “Coop”
- approved by National Office, if an AWP rate change is involved.

Sometimes an override is required after an initial loan/LDP has been disbursed. When this happens the initial benefit must be corrected, reversed, or trusted. Requests in these cases will be provided according to the following table.

IF loan/LDP was disbursed by...	AND...	THEN...
County Office	the receivable/claim resulting from a correction is...	
	paid in full	requests will be accepted.
	not paid in full	CMA’s and LSA’s must forward payments to County Offices to satisfy the receivable/claim.
CMA’s/LSA’s	“T” transaction has...	the request will be...
	been processed	Accepted.
	not been processed	denied.

B Submitting Requests

Requests to override or modify “County-Coop” indicators shall:

- be submitted by e-mail to Julie Floriani at **julie.floriani@wdc.usda.gov**
- include the following items:
 - State and county code of requestor
 - reason for the request
 - amount of outstanding receivable/claim resulting from correction of loan/LDP
 - warehouse code
 - warehouse receipt number
 - crop year
 - CMA/LSA statement agreeing to forward payment to County Office to satisfy outstanding receivable/claim resulting from correction.